Companion Suite Pro

User manual

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Contents

Contents

INTRODUCTION

Companion Suite Pro enables you to connect a PC to a compatible multifunction terminal.

From the PC you can:

- Manage a multifunction terminal, configure it to your requirements,
- Send faxes and SMSs from your PC,
- Scan documents in color or black and white and touch them up on your PC, or convert them to text using Optical Character Recognition (OCR) software,

REQUIRED CONFIGURATION

Your PC must have at least the following characteristics:

A processor of:

- 500 MHz for Windows 98SE;
- 800 MHz for Windows Me, 2000SP3;
- 1 GHz for Windows XP (Home and Pro).

RAM of:

- 128 MB minimum for Windows 98SE, Me and 2000SP3;
- 192 MB minimum for Windows XP (Home and Pro).

- CD-ROM drive ;
- a network port or USB connector;
- 600 MB free disk space for installation.

INSTALLATION

Under Windows 98SE/ME/2000/XP

Turn on your PC. Open an ADMINISTRATOR session except for 98SE and ME environments.

☞ Open the CD-ROM drive, insert the installation CD-ROM and close the drive.

☞ The installation procedure starts automatically (Autorun).

☞ A window entitled COMPANION SUITE PRO LM2 is displayed

☞ Position your cursor on INSTALL PRODUCTS and left-click.

☞ The Install Products screen is displayed.

☞ Place your cursor on ALL PRODUCTS and left-click.

Note: The ALL PRODUCTS installation procedure copies all the software required for running the Companion Suite Pro kit onto your hard disk, i.e.:
- Companion Suite Pro (Fax and SMS communication software, Scanner software, etc.),
- PaperPort
- Omnipage.
You may already have a version of one of the programs which are on the installation CD-ROM.
In this case, use the CUSTOMIZED installation, select the programs you want to install on your hard disk and confirm your selection.

Note: The following two screens are only displayed if your version of Windows Installer is prior to 2.0.
The installation continues and a screen shows you how far it has got.
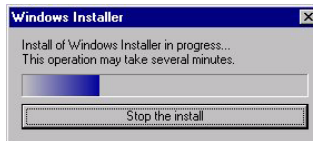
You can interrupt installation by clicking the STOP THE INSTALL button.
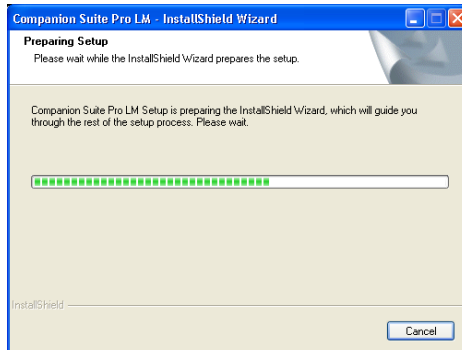After a search and analysis phase of the components on your PC and the

multifunction terminal, you must restart your PC for the modifications to come into effect.
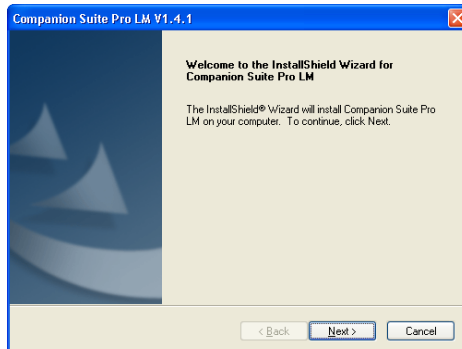

Click OK.

☞ When your PC has reinitialized, the InstallShield Wizard screen shows you how far preparation of the wizard has progressed.
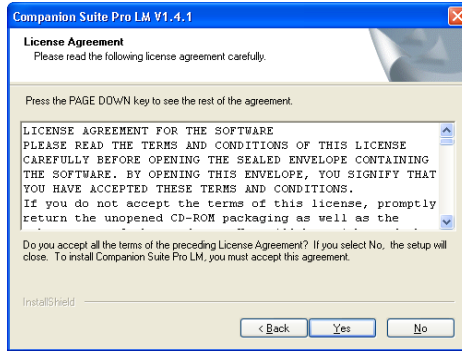
You can stop the procedure at any time by clicking the CANCEL button.

☞ The wizards stops and the welcome screen is displayed.

☞ Click NEXT to start installation of the COMPANION SUITE PRO kit on your PC.

☞ Before copying files onto your hard disk, you must accept the license contract shown. Use the scroll bar to read the contract fully.
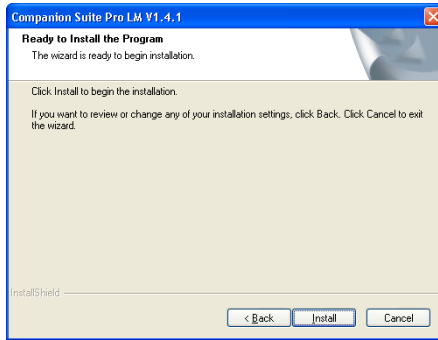

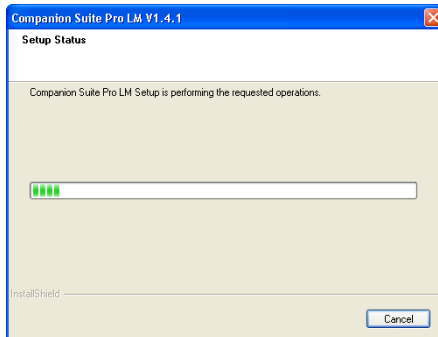
☞ Click YES.

☞ The final installation is ready to be run.
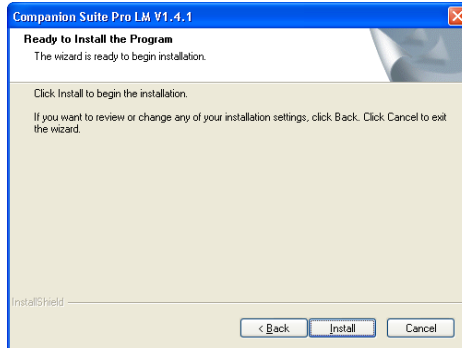
☞ Click INSTALL.

☞ A window shows you how far installation has progressed.
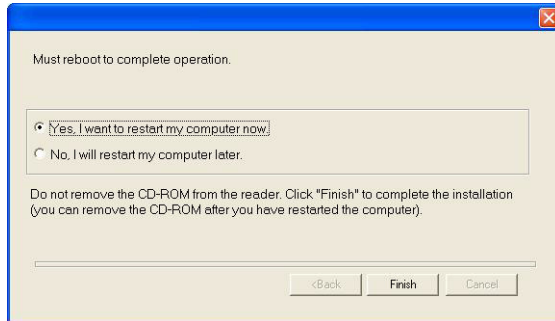
Companion Suite Pro LM V1.4.1

Ready to Install the Program
The wizard is ready to begin installation.

Click Install to begin the installation.

If you want to review or change any of your installation settings, click Back. Click Cancel to exit the wizard.

InstallShield

[< Back] [Install] [Cancel]

☞ Companion Suite Pro has been installed on your PC.

Companion Suite Pro LM V1.4.1

Setup Status

Companion Suite Pro LM Setup is performing the requested operations.

InstallShield

[Cancel]

☞ Click CONTINUE to copy the utilities and programs which accompany the kit (PaperPort SE and Omnipage SE).

☞ At the end of the installation you must restart your PC for the system files to be updated.

Must reboot to complete operation.

⦿ Yes, I want to restart my computer now.

○ No, I will restart my computer later.

Do not remove the CD-ROM from the reader. Click "Finish" to complete the installation (you can remove the CD-ROM after you have restarted the computer).

[<Back] [Finish] [Cancel]

☞ Make your selection and click FINISH.

Your "Companion Suite Pro" kit has been successfully installed on your PC.

☞ You can start your multifunction terminal's management software by selecting PROGRAMS > COMPANION SUITE > COMPANION SUITE PRO LM2 > MF DIRECTOR from the START menu or by clicking the MF DIRECTOR icon on the desktop.

Important: If you have a firewall installed, this will ask you, when the PC is restarted after installation, whether you want to authorize the MFServices application to access the network. Click Yes or Authorize (depending on your firewall) to authorize MFServices.exe to access the network. NB: Windows XP with Service Pack 2 and above has a firewall installed by default
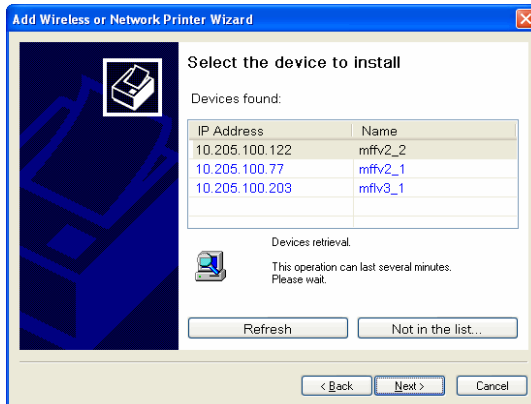

Note: Companion Suite Pro LM2 must be installed to carry out this operation.

☞ Run the application by selecting **PROGRAMS > COMPANION SUITE > COMPANION SUITE PRO LM2 > ADD A PRINTER** from the **START** menu.
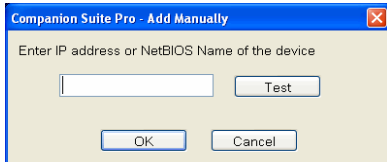
☞ Click **NEXT** to run the installation procedure

The following screen shows the list of compatible devices detected on the network.


You can carry out a new search on the network by clicking the REFRESH button.

Note: It is possible that a device may not be shown in the list. In this case, click the NOT IN THE LIST button. The following window is displayed :

Enter the IP address or the NetBIOS name of the device you want to add. You can test the connection between the PC and the device by clicking the TEST button. Click **OK**.

☞ Select the device you want to add from the list. Click **NEXT**.

☞ The following window lists the different properties of the printer about to be installed. Click **NEXT**.
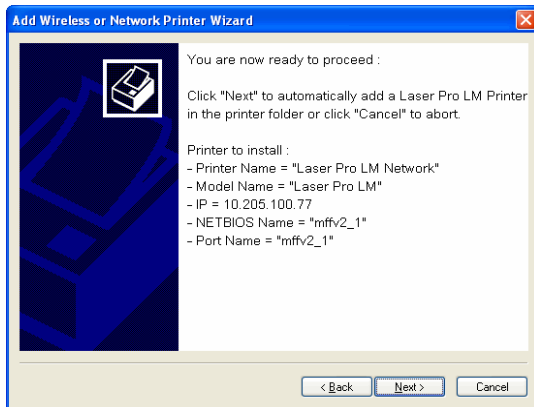
☞ A window showing that installation was successful is displayed. Click **FINISH**.

If you use a terminal connected to the network:

☞ Connect your PC to the network.

☞ Connect your multifunction terminal to the network.

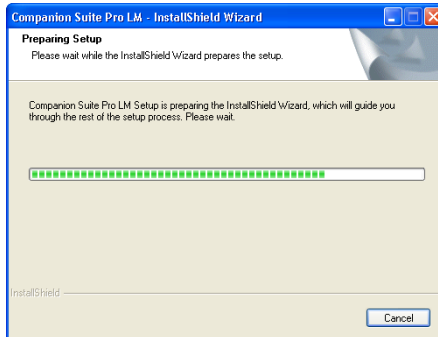☞ Check they each have a valid IP address.

If you use a terminal connected via a USB link:

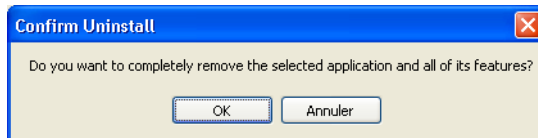☞ Connect your PC to the multifunction terminal using the USB cable.

REMOVING THE SOFTWARE FROM YOUR PC

Run program deletion by selecting PROGRAMS > COMPANION SUITE > COMPANION SUITE PRO LM2 > DEINSTALLATION from the START menu.
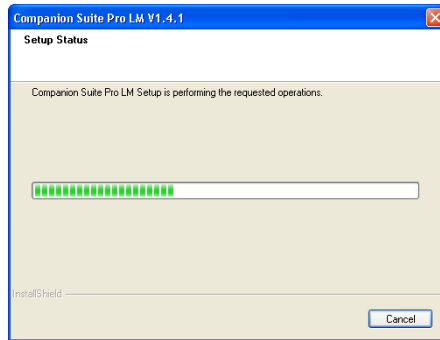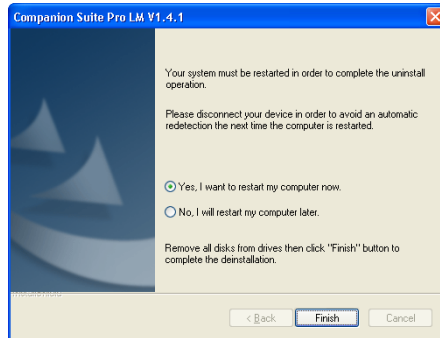
☞ A preparation screen is displayed.

☞ A confirmation screen is displayed. Confirm by clicking OK.

☞ A screen shows you how far deinstallation has progressed.

☞ At the end of the procedure, you must restart your system. Close all running programs, select YES, I WANT TO RESTART MY COMPUTER NOW and click FINISH.

MONITORING THE MULTIFUNCTION TERMINAL

The software you have installed contains two applications for managing the multifunction terminal, MF DIRECTOR and MF MONITOR, which allow you to:

- Check that your multifunction terminal is correctly connected to your PC,
- Gain quick access to image touchup, OCR and fax receive/send software as well as your device's web pages.

To manage the multifunction terminal, run MF Director by clicking the icon on your desktop or by selecting PROGRAMS > COMPANION SUITE > COMPANION SUITE PROLM2 > MF DIRECTOR from the START menu.

CHECKING THE LINK BETWEEN THE PC AND THE MULTIFUNCTION TERMINAL

The connection may be checked using the monitor tab which lists all the devices on which the PC is registered.

- If the line for a device is green, the PC and the device are connected,
- If the line for the device is red, there is no connection between the PC and the device,
- If the line for the device is yellow, the PC is in the process of connecting to the device.

MF DIRECTOR

This graphic interface lets you run utilities and programs to manage your multifunction terminal.

Run the application by clicking the icon on your desktop or by selecting PROGRAMS > COMPANION SUITE > COMPANION SUITE PRO LM2 > MF DIRECTOR from the START menu.
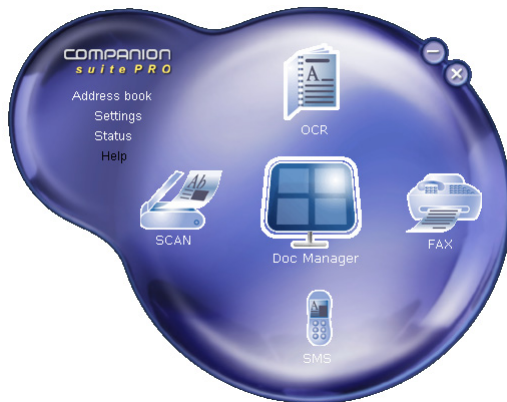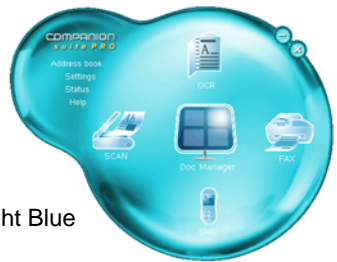

By default, MF DIRECTOR displays as a dark blue rounded shape. By right-clicking, you can change the shape to square,
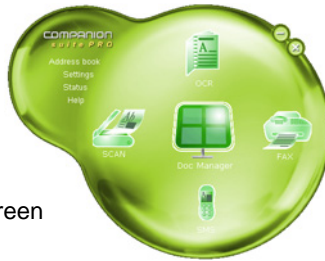
and you can choose from the following colors:


Gold

Light Blue

Light Green

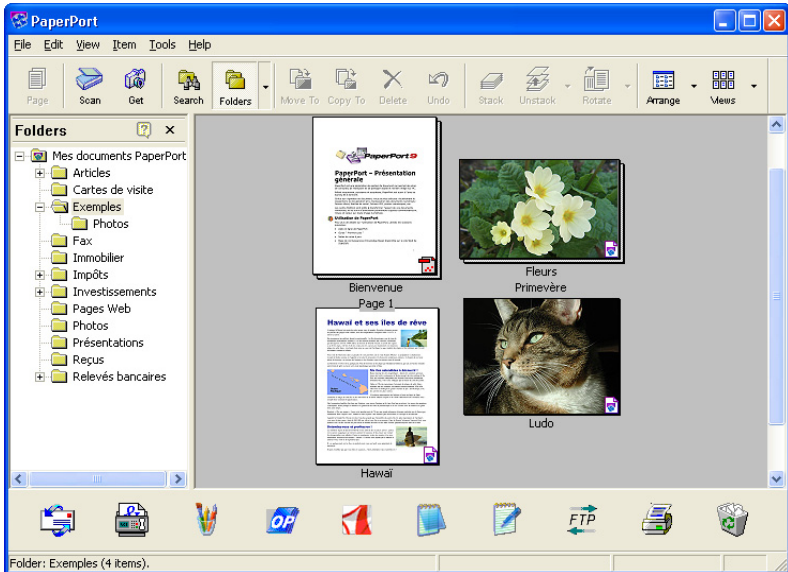The COMPANION SUITE PRO graphic interface lets you run utilities and programs to:

☞ Change the PARAMETERS of the connected terminal. Refer to the manual for the terminal for details of its parameters.

☞ View the STATUS of the multifunction terminal,

☞ Manage the ADDRESS BOOK,

☞ Get HELP from this documentation,

☞ Run SCAN TO to execute a preconfigured action on the multifunction terminal. The scan is carried out, the image sent to a Scan To PaperPort directory, and PaperPort is launched. If PaperPort has not been installed on your PC, the image file is saved on your desktop. If you have an e-mail application, you can configure ScanTo to send the image by e-mail,

☞ Run the Optical Character Recognition program (OCR - OmniPage SE) to process a document scanned from the multifunction terminal,
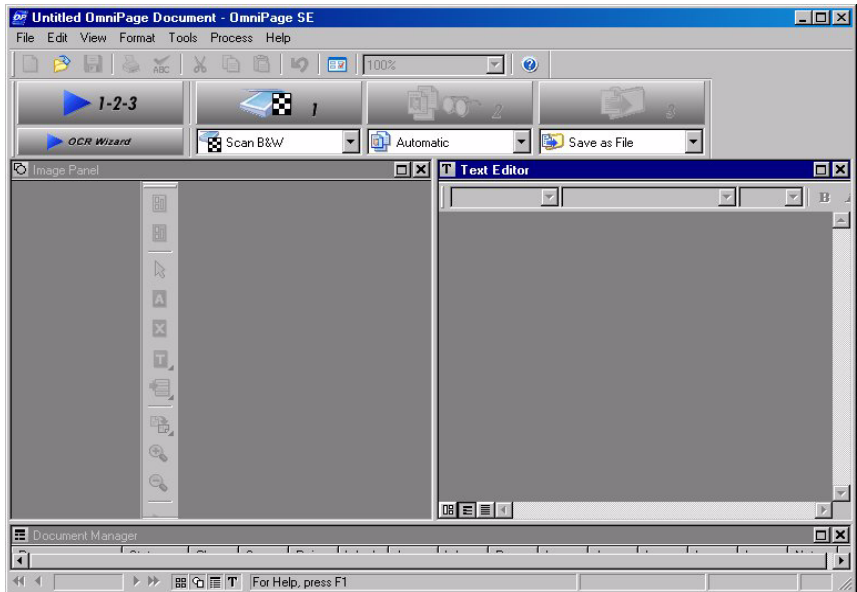
☞ Run the utility to redirect and manage faxes or SMSs (Short Message Service),
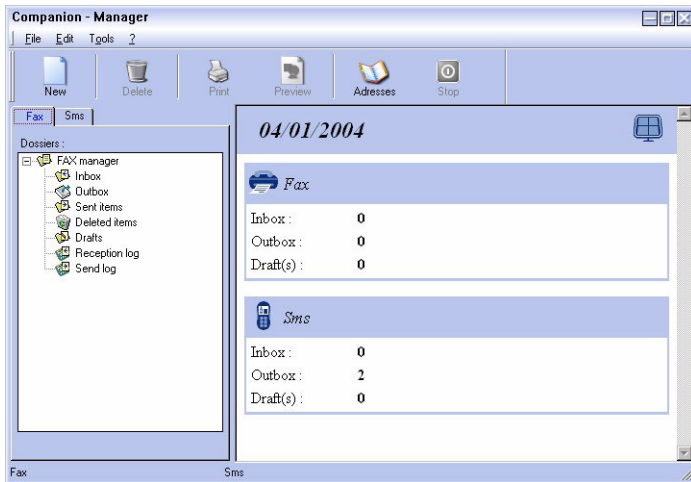

☞ To launch PaperPort (Doc Manager).

To run a utility or program from the COMPANION SUITE PRO kit, left-click it.

MF MONITOR

GRAPHIC DESCRIPTION

Run the application by clicking the MF Monitor icon on your desktop or by selecting PROGRAMS > COMPANION SUITE > COMPANION SUITE PRO LM2 > MF MONITOR from the START menu.

Using the tabs below, you can configure your multifunction terminal from this screen:
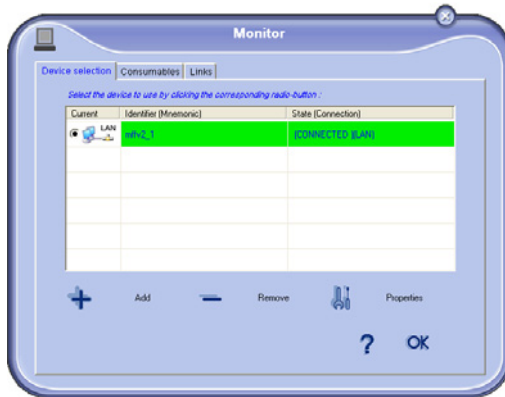
- DEVICE SELECTION: to add, select and configure devices.
- LINKS: links to dedicated web sites for managing the multifunction terminal (network connection only).

This tab shows the list of devices managed by the multifunction terminal.

Adding a device connected to the network

☞ Click the plus sign or ADD to open the hardware add window which shows the list of devices detected on the network.
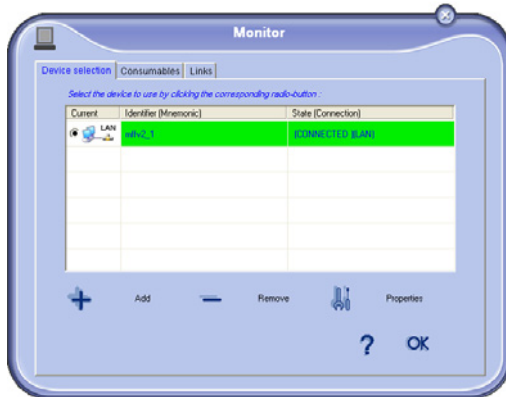
Each device detected on the network is listed with:

- Its NetBIOS name (which identifies the hardware uniquely) or its IP address (the device's identifier on the network)
- Its name (user-defined). To define the name of a device, please refer to the user manual for the device.

☞ To update the list, click REFRESH.
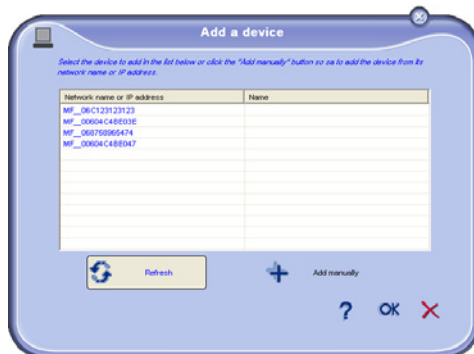
Note: Only devices found on the same local subnetwork as the PC are detected and displayed automatically in the list. To add a device located on a subnetwork other than that on which your PC is situated, you have to use manual add.

To add a device shown in the list, click the corresponding line to select it then click OK.
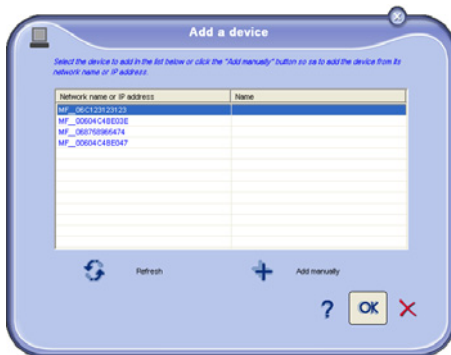
☞ The device registration window is displayed. Enter the name you want the device to use to designate the PC and which is shown in the menus for the device and click OK.

☞ A window reminds you that you can configure the ScanTo parameters of the device in the DEVICE tab by clicking PROPERTIES. Click OK to return to the list of registered devices.
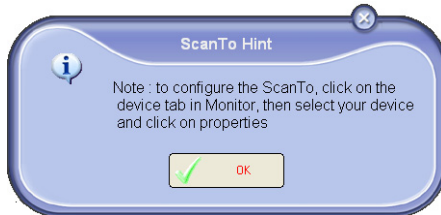
Manually adding a device connected to the network

Add manual lets you add a device directly using its IP address or its NetBIOS name and manage it on a subnetwork other than the one on which your PC is situated.

To add a device manually, click ADD MANUALLY.

The "Add manually a device" window lets you enter the NetBIOS name or IP address of a device.

Note: The IP address can vary depending on the configuration of the device. You are recommended to use the NetBIOS name to identify the device.

When a device is registered using its IP address, a confirmation message asks if you want to use its NetBIOS name if the device is on the same subnetwork as the PC. To use the NetBIOS name with devices situated on different subnetworks, the PC and the device need to be registered on a WINS server.

☞ Click TEST THE CONNECTION to check that the device is definitely connected to the PC.

☞ If there is a problem with the connection, an error message is displayed.

☞ Click OK to acknowledge the error message. Check that the device is correctly connected to the network, or that the NetBIOS name or IP addresses you entered are correct, then test the connection again.

☞ When the connection test completed successfully, an information message is displayed.
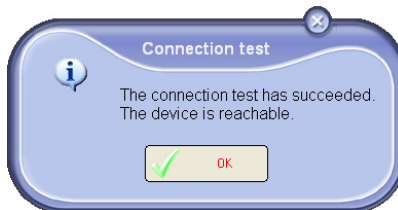
☞ Click OK to return to the add manual screen, then click OK to add the device.

☞ The device registration window is displayed. Enter the name you want the device to use to designate the PC, then click OK.


☞ An error message is displayed if a problem is found during registration. If this problem occurs, check that your PC is not already on the device's list of registered PCs.

Note: Check also that the maximum number of PCs which may be registered on this device has not been reached.

☞ A window reminds you that you can configure the ScanTo parameters of the device in the DEVICE tab by clicking PROPERTIES.
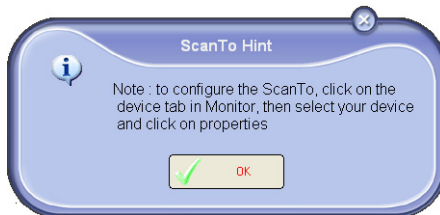
If you try to add a device when the maximum number of devices has been reached, a message warns you that you have to delete a device from the list before you can add another.
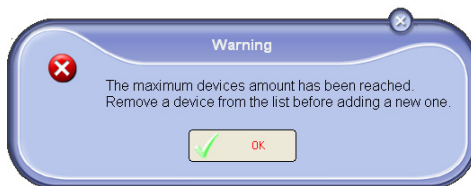
Adding a device connected via a USB link

The connection between the PC and the terminal must be via a shielded USB 2.0 cable with a maximum length of 3 meters.

Warning -   *You are recommended to install Companion Suite Pro on your PC first before connecting the USB cable to your terminal.*
*If you connect the USB cable before installing Companion Suite Pro, the Plug and Play software recognition system automatically recognizes that a new device has been added. To install the drivers for your terminal, follow the instructions shown on the screen. A window asking where the drivers are located may display. If so, specify the installation CD-ROM.*

☞ Identify the connectors of your USB cable, and connect them.

☞ Turn your multifunction terminal on.
The add device wizard is displayed.

☞ Click NEXT.

☞ Select **FIND THE APPROPRIATE DRIVER FOR MY DEVICE (RECOMMENDED)**. Click **NEXT**.

☞ Select the location where the system is to look for the driver. Only check the **CD-ROM DRIVES** box if the Windows asks where the drivers are located. Click **NEXT**. The search takes a few moments.

☞ A window indicates that the driver has been found. Click **NEXT**.

☞ A window tells you that the software has been installed. Click **FINISH**.

☞ If the Wizard is displayed again, refer to the third step of this procedure and follow the instructions. This procedure has to be carried out a total of three times.

You can now use the multifunction terminal to print or scan your documents.

Selecting the current device

Only one device at a time may be connected to the PC. The current device may be selected by clicking the radio button for the line corresponding to the device.
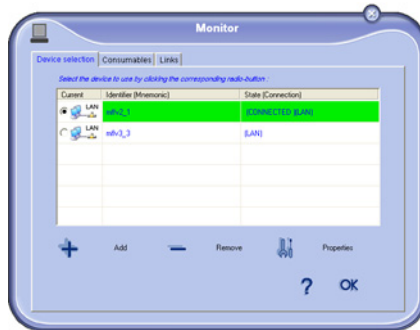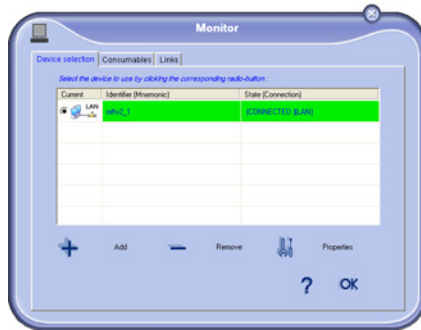

Status of the connection

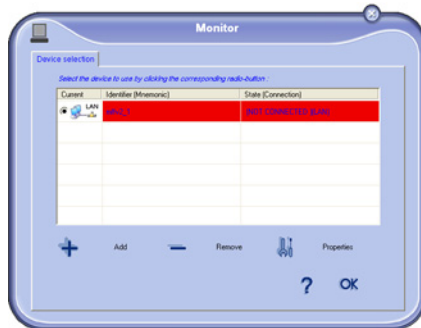The status of the connection between the current device and the PC is indicated by a color:

- Yellow means the connection is in the process of being established
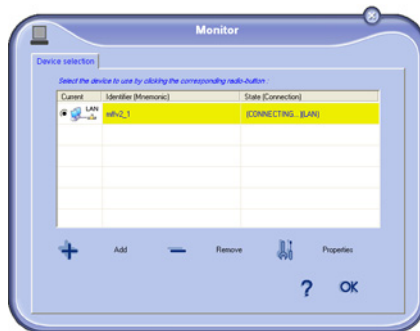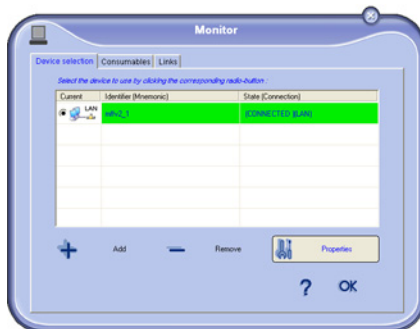
• Green means the connection is OK

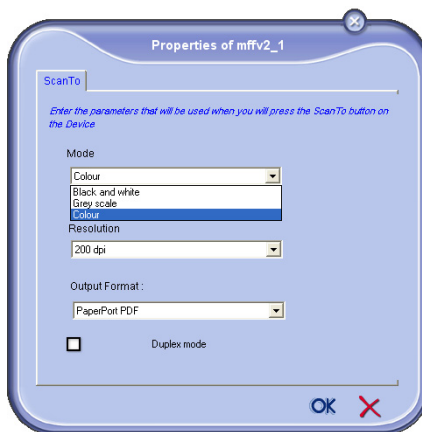
• Red means the computer cannot connect to the device.

Parameters for the device

☞ Select a device by clicking its line in the list and click Properties to configure the scanning parameters to be applied for this device when you click the Scan To button.

☞ Choose the scan MODE by selecting from the drop-down menu,

☞ Choose the scan RESOLUTION by selecting from the drop-down menu,
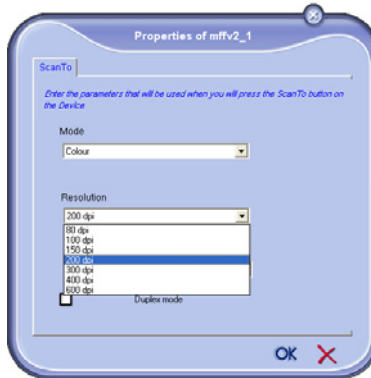
☞ Choose the output format of the Scan To function. The possible choices are given in the table below:

Choice	Action
PaperPort PDF	When a ScanTo PC is carried out from the terminal, the document is put into PDF format and saved in the ScanTo directory. To view the PDF, right click the file and select "Open".
PaperPort TIFF	When a ScanTo PC is carried out from the terminal, the document is put into TIF format and saved in the ScanTo directory.
e-mail PDF	When a Scan To PC is carried out from the terminal, your e-mail application is launched and the document analyzed is attached as an attachment to a new message.
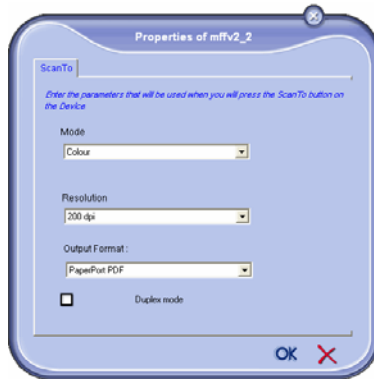
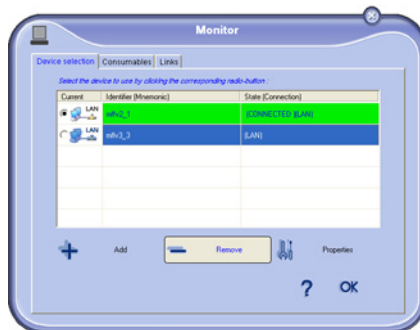**Note:** To use the **e-mail PDF** option, an e-mail client must be configured on your computer.

If the device supports DUPLEX (both sides) mode, you can set this mode by checking the box.
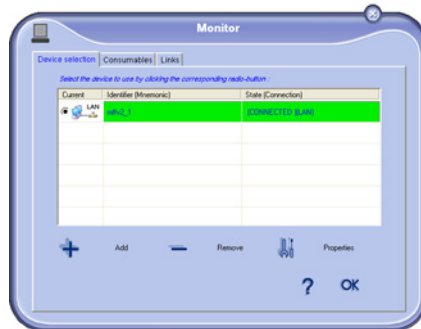
Removing a device

☞ Select the device from the list and click the minus sign or REMOVE.

☞ To confirm you want to remove the device, click Yes. To cancel the removal operation, click No.

☞ The device is no longer displayed in the list.

Note: The following tabs are only shown when the multifunction terminal is connected to the terminal.

The LINKS tab of the Monitor gives access to the dedicated site and to the pages for displaying and changing the software parameters.

To close the Monitor, click OK or the cross on the top right of the window.

☞ the PARAMETERS link opens a dedicated web page which displays information relating to the parameters of the terminal. To find out what these parameters refer to, please refer to the user manual for the multifunction terminal.
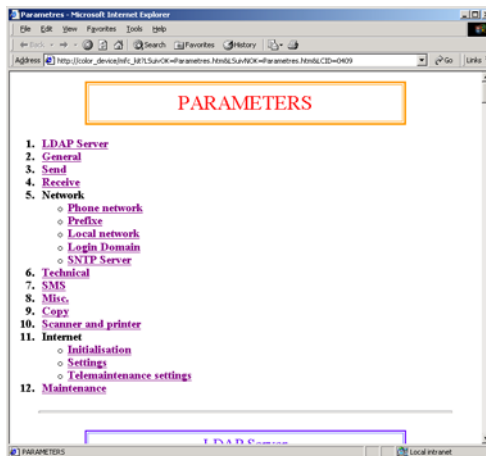
☞ The STATUS link opens a dedicated web page which displays the status of the multifunction terminal,
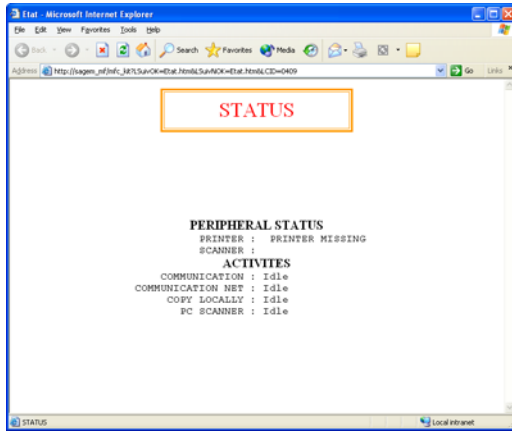
☞ The DIRECTORY link opens a web page dedicated to managing the directory,

PRINTING

When the software is installed, two printer drivers are installed on your PC:

• Laser MULTIFUNCTION: for printing your documents on the terminal.
• COMPANION SUITE FAX: for faxing a document from an application.

PRINTING ON THE MULTIFUNCTION TERMINAL
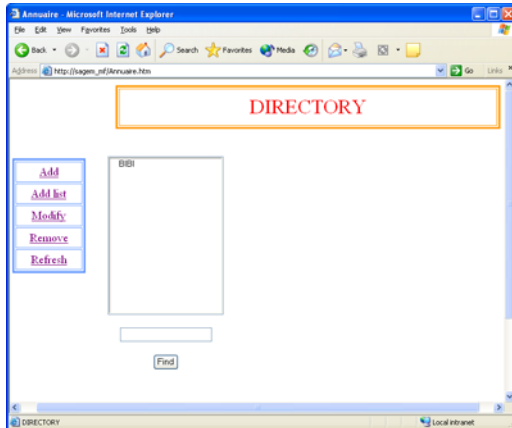
To print a document on your terminal from your PC, proceed as for any normal print operation under Windows (use the PRINT command from the FILE menu of the application currently open on the screen). Select the LASER MULTIFUNCTION printer.

If your terminal is fitted with a duplex module (varies with the model), you can print your documents on both sides.

The configuration parameters for duplex printing are located in different places depending on the version of Windows installed.

The paths are as follows:

• Under Windows 98 and Me: START>PARAMETERS>PRINTERS>LASER MULTIFUNCTION>PROPERTIES>MORE OPTIONS.
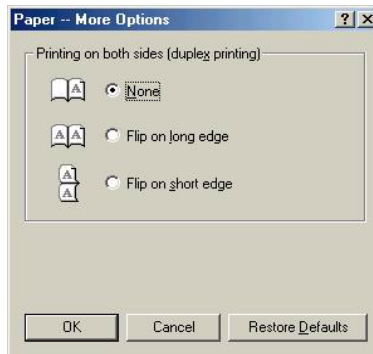
- Under Windows 2000 and XP: START>PARAMETERS>PRINTERS AND FAX MACHINES>LASER MULTIFUNCTION>Select the printer, right click and choose >PROPERTIES>PRINT OPTIONS...
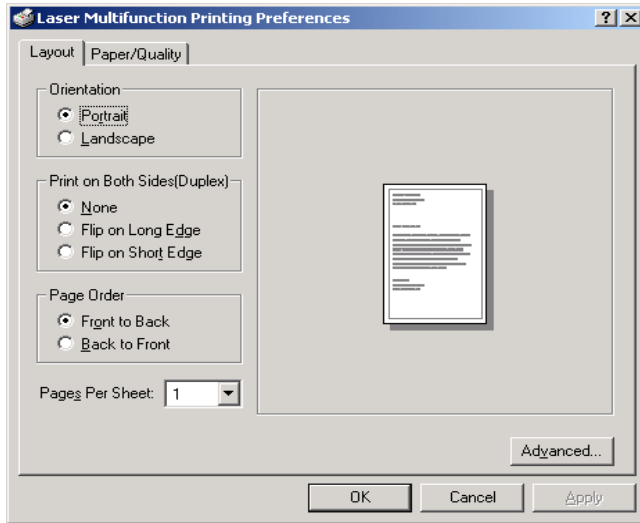
Note: If your device does not have a duplex module, you can specify this in the printer installation parameters so as to adapt the printer options which may be accessed.

START > PARAMETERS > PRINTERS AND FAX MACHINES > LASER MULTIFUNCTION > Select the printer, right click and choose > PROPERTIES > DEVICE PARAMETERS > INSTALLATION OPTIONS.
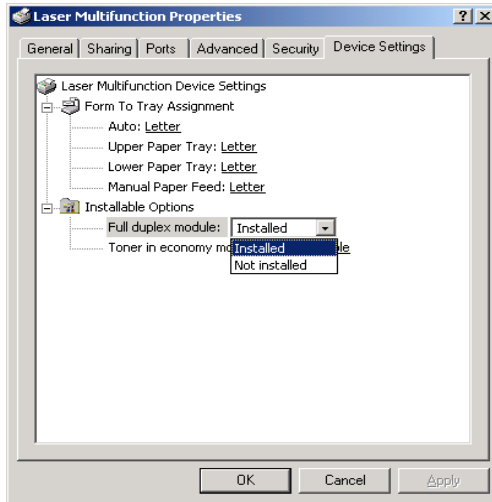
Note: Whatever the installation parameters, the duplex print options have no effect if your device does not have a duplex module.

FAXING A DOCUMENT FROM AN APPLICATION

This function is carried out using the COMPANION SUITE FAX printer. For more details, please refer to paragraph **Sending a document from an application**.

ANALYZING A DOCUMENT

There are two ways of analyzing a document, either using SCAN TO or directly from an application.

SCAN TO

The SCAN TO function starts up
• by pressing the ScanTo button on the device

or by clicking the following icon in the MF Director window: ScanTo starts scanning the document and saves it in a scan folder in the PaperPort directory, then opens PaperPort. If PaperPort is not installed, the image is saved on the desktop.
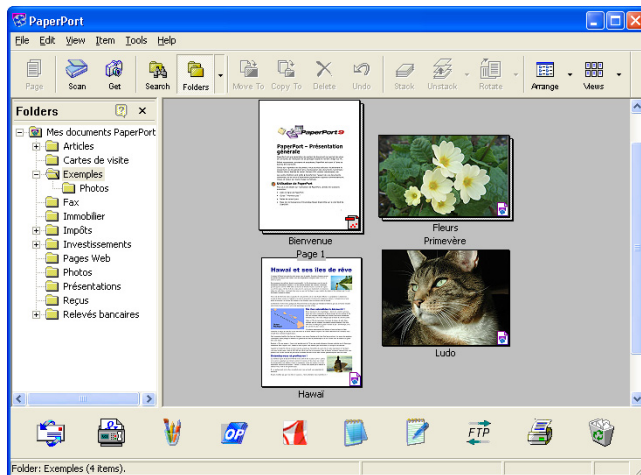
If there is a communication error with the scanner, an error message is displayed.

Note: To use a touch-up program other than that supplied on the installation CD-ROM, it must be compatible with the TWAIN standard (most programs are compatible).

☞ Run the image touch-up program then run the acquisition command.
The following window is displayed.

Pass-through scanner
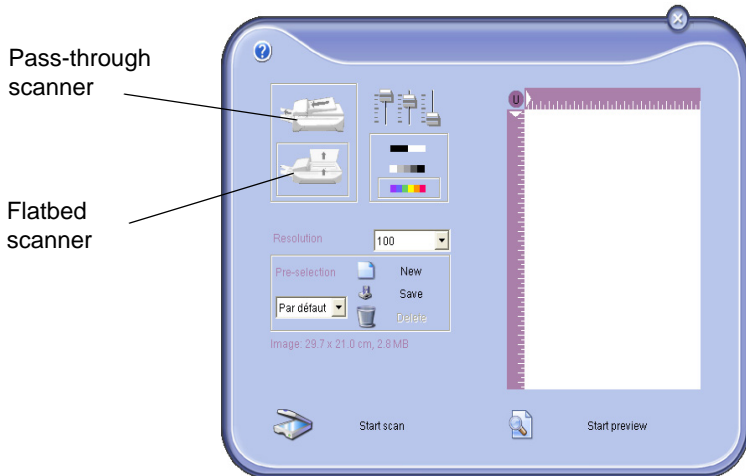
Flatbed scanner

☞ Select the scanner to be used (flatbed or pass-through).

☞ Set your parameters (contrast, resolution, etc.) before starting the scan.

☞ Once scanned, you can archive or touch-up the document.

THE ADDRESS BOOK

You use the Address book to save the phone numbers of your usual contacts. This function makes it easier for you to enter the number of your contact when requesting to send an SMS or fax. If you want, you can print the list of numbers saved in the Directory.

You can also create groups of contacts in the address book. This enables you to group contacts together, for example in the same company or department, to whom you frequently send common documents.

Note: The software also enables you to manage the address books specific to the operating system or e-mail application installed on your PC. The procedures for using these will not be described in this manual - please refer to the on-line documentation for the programs concerned for more details.

ADDING A CONTACT TO THE TERMINAL'S ADDRESS BOOK

☞ Click the ADDRESS BOOK link in the MF DIRECTOR window.
The address book is displayed.
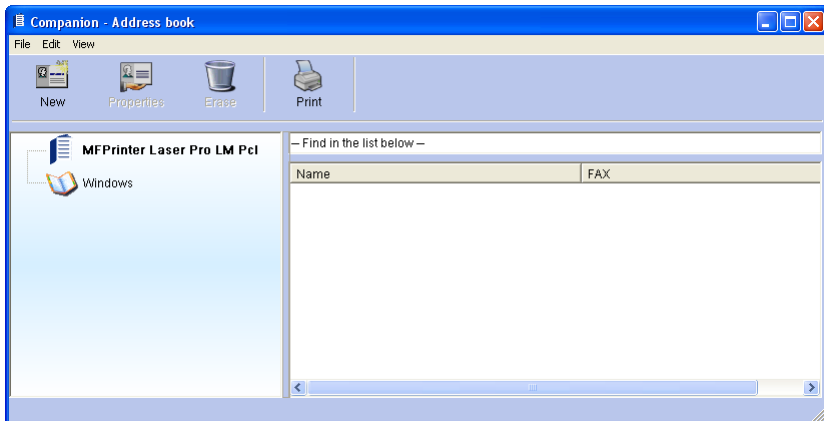
☞ Select the address book for the terminal.

☞ Press NEW and select CONTACT from the menu displayed.
The data entry window for the contact's details is displayed.

☞ Enter the name of your contact, their fax or GSM number, their fax transmission speed, associated shortcut key, e-mail address and default send format (PDF or image). Press OK.

The new contact is added to the list.

ADDING A GROUP TO THE TERMINAL'S ADDRESS BOOK

☞ Click the ADDRESS BOOK link in the MF DIRECTOR window.
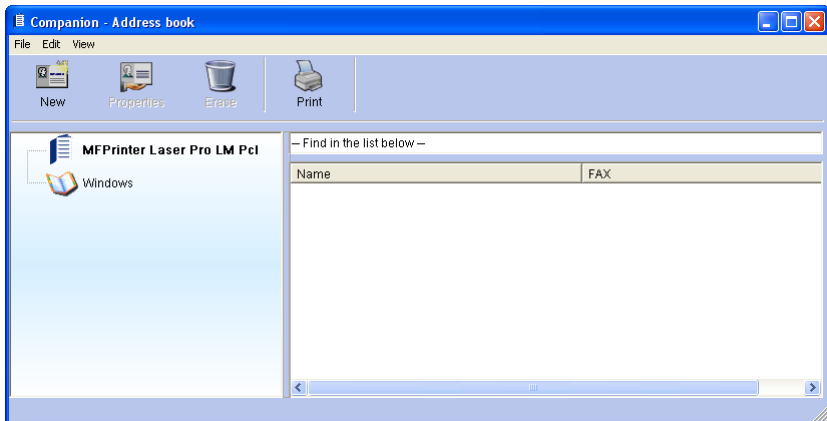
☞ Select the address book for the terminal.

☞ Press NEW and select GROUP from the menu displayed.

☞ Enter the name of the group. The group can include contacts in the address book or new contacts.

Case 1: the members are in the address book.
Press the SELECT MEMBERS button.
The selection screen is displayed.
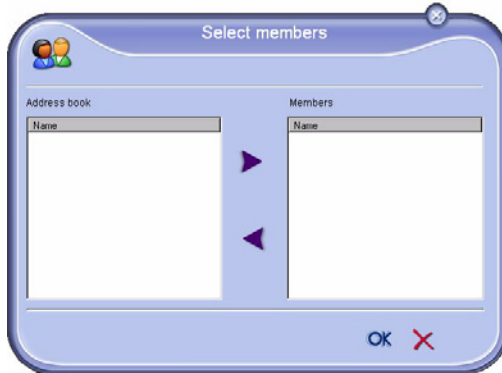
Select a contact or a group in the ADDRESS BOOK area, press the ► button (you can also add a contact to the group by double clicking it directly).
Press OK.

Case 2: you want to add new contacts.
Press the NEW button, then enter the information for the new contact using the same procedure as for adding a contact.

☞ When the group is completed, press OK.

The new group is added to the list.

<hr>

MANAGING THE ADDRESS BOOK

When you are in the directory, you can do the following:

• Print the list of contacts in your address book,

• Delete a contact or a group from your address book,

• Look for a contact or a group in the address book by entering the first few letters of the name,

• View the record of a contact or group if you want to change it.

Changing the information for a contact

☞ Select the contact you want to change.

☞ Click PROPERTIES.

☞ Make the desired changes in the ADDRESS BOOK window.

☞ Click OK.

Changing a group

☞ Select the group from the address book list.

☞ Click PROPERTIES.

☞ Make the desired changes.

☞ Click OK.

Deleting a contact or a group from the Address book

☞ Select the name of the contact or group you want to delete.

☞ Click DELETE.

Note: When a contact is deleted from the directory, it is also automatically deleted from any groups containing it.

Printing the Address book

☞ Click PRINT.
The list of contacts in the address book is printed on the terminal (if no contact has been selected).

Importing a directory

Importing a directory avoids the need to enter contacts one by one.

☞ Select IMPORT from the FILE menu in the ADDRESS BOOK window.

☞ Select the file to be imported and press OPEN.

Saving your address book

This function allows you to save your address book to a file.

☞ Select EXPORT from the FILE menu in the ADDRESS BOOK window.

☞ Enter the name of the file, select its destination folder and press SAVE.

FAX COMMUNICATION

Use fax communication to:

- Send documents from one of your terminal's scanners, from the disk or from the screen as faxes,

- Receive faxed documents,

- Track communications using the Outbox, Inbox, Sent items, Send log and Reception log.

Parameters are available to change how your terminal deals with fax communication. You can change these parameters to adapt fax communication to your requirements; to find out how, please refer to paragraph **Fax parameters**.

THE FAX WINDOW
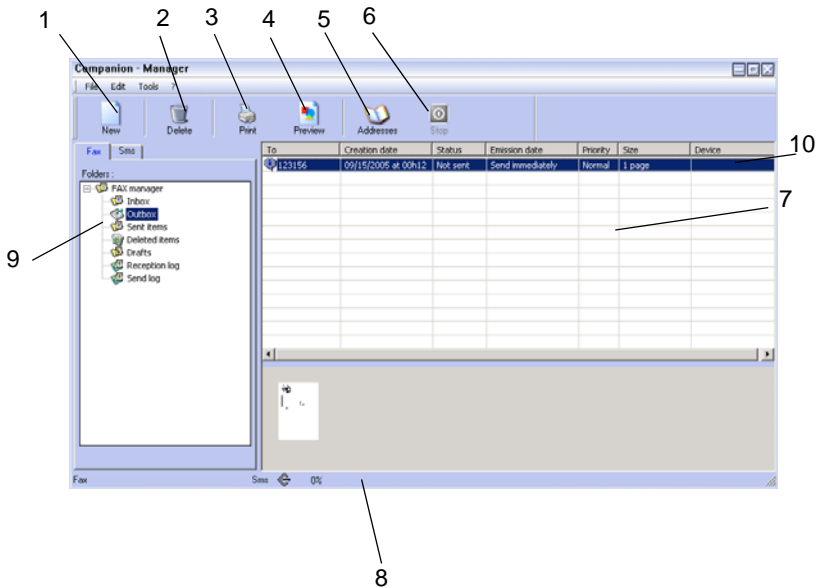
Key	Action
1	Create a new fax
2	Delete a fax from one of the folders of the Fax manager. For the SEND LOG and RECEPTION LOG, this command has the effect of deleting the whole log.
3	Print a fax from one of the folders of the Fax manager.
4	View a fax using the Viewer.
5	Access the address book.
6	Stop the transmission of a fax (only active for the outbox).
7	View all faxes present in the fax manager folder selected.
8	Preview faxes.
9	Fax manager folders.
10	Device used for sending the fax.

SENDING A FAX

Sending a fax from the hard disk or the terminal

☞ Click the icon in the MF DIRECTOR window.

☞ Click NEW then FAX.
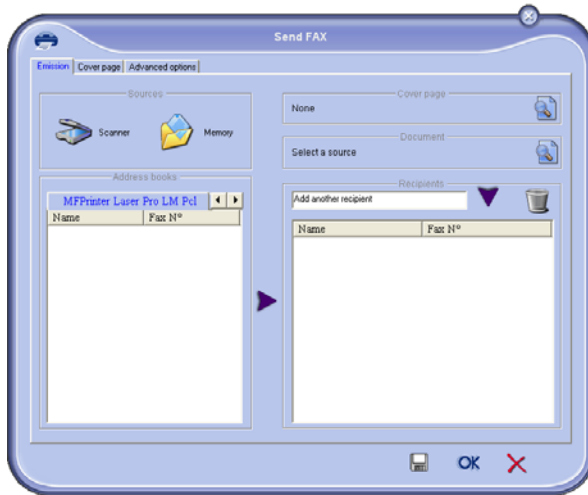
☞ In the SOURCES area, select SCANNER if your document is in paper format or MEMORY if the document is a computer file located on your hard disk (this file must be in TIFF or FAX format).

☞ To send your document to a contact, enter their number in the RECIPIENTS field and press the ▼ button or select a contact (or group) from one in the directory in the ADDRESS BOOK field and press the ▶ button.

Repeat this operation as many times as necessary (use the 🗑 button to delete a contact from the Recipient list).

☞ Set any advanced options required (deferred send and resolution) in the ADVANCED OPTIONS tab

☞ To attach a cover page, select the COVER PAGE tab then check the WITH COVER PAGE box. Select the cover page you want to attach from the drop-down menu, or create a new one. For more information please refer to paragraph **Cover page**.

☞ Click OK to send your fax to all the contacts in the recipient list.
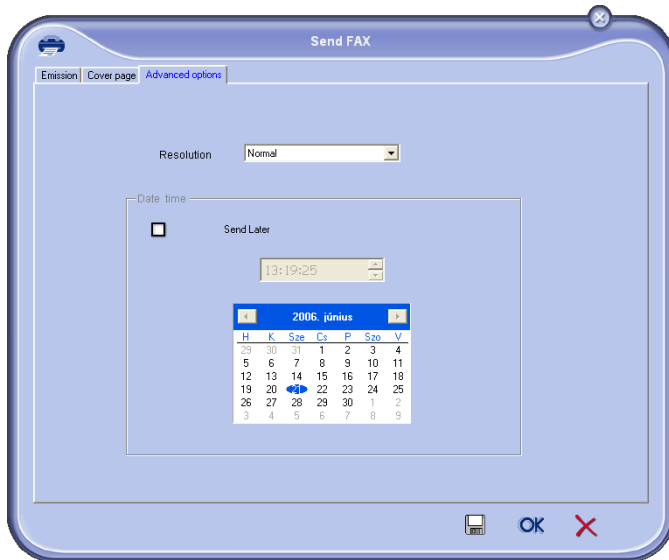
Your send request can be viewed in the Outbox if required.

Note: To send a fax, the current device, which you select by clicking the radio button in front of it in the list of devices added in the PERIPHERAL SELECTION tab of the Monitor, must be able to send a fax.

Sending a document from an application

This method lets you send a document which you created with a desktop application, directly without printing it beforehand.

☞ Select PRINT from the FILE menu of your desktop application.
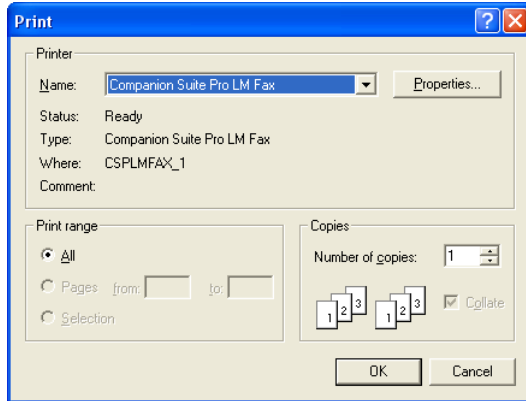
☞ Select the COMPANION SUITE FAX printer and press OK.
The fax send window is displayed.

☞ To send your document to a contact, enter their number in the RECIPIENTS field and press the ▼ button or select a contact (or group) from one in the directory in the ADDRESS BOOK field and press the ▶ button.
Repeat this operation as many times as necessary (use the Remove button to delete a contact from the Recipient list).

☞ Set any advanced options required (deferred send and resolution) in the ADVANCED OPTIONS tab

☞ To attach a cover page, select the COVER PAGE tab then check the WITH COVER PAGE box. Select the cover page you want to attach from the drop-down menu, or create a new one. For more information please refer to paragraph **Cover page**.

☞ Click OK to send your fax to all the contacts in the recipient list.

Your send request can then be viewed in the Outbox if required.

RECEIVING A FAX

The MF MANAGER and MF DIRECTOR windows send you a message when a fax is received. The 🔁 icon is shown at the bottom of the MF MANAGER window and the

🔁 icon appears on the task bar.

You can print faxes automatically when they are received. To do this, you must define a parameter, please refer to paragraph **Fax parameters**.

Note: The multifunction software can be connected to several PCs , but only one computer can be defined as receiving PC to which faxes are to be sent. To find out more about how to choose the receiving PC, please refer to the user manual for the device.

Note: A PC can be receiver for a device which is not its current device.

Note: When a PC is on standby, it cannot receive faxes. The Tools menu of the Manager can be used to prevent a PC going into standby mode so that it can always receive faxes.

TRACKING FAXES

Faxes can be tracked by means of the:
• Outbox,
• Inbox,
• Sent items,
• Send log,
• Reception log.

These services give you precise information about the communication activity of the Terminal for both sending and receiving.

The send and reception logs print automatically when their contents fill an A4 sheet. After this automatic print, the Terminal creates a new log.

The Outbox

The fax outbox contains the following:

• Requests in process of sending,

• Deferred send requests,

• Requests which have already undergone several attempts at sending and which will soon be tried again,

• Rejected requests (calls which have not succeeded),
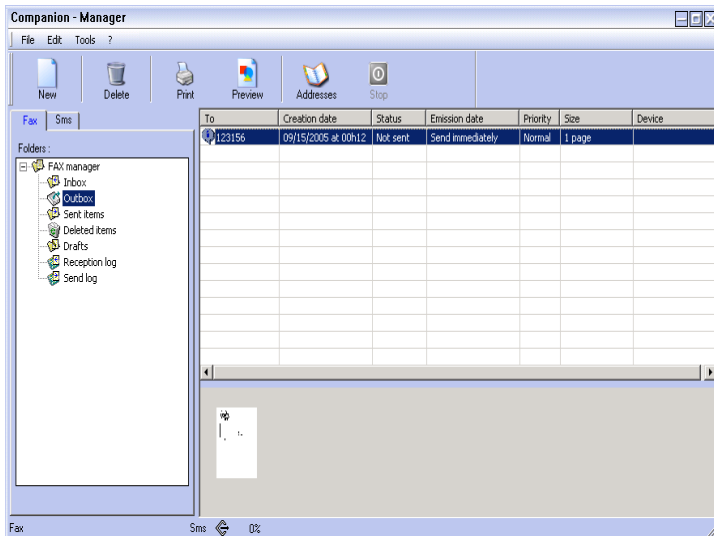
Requests are shown in the order in which they are executed.

The terminal automatically tries calls again at an interval of a minimum of 5 minutes.

Rejected requests are put at the end of the list to make them more accessible if you want to retrieve them (to request they be sent again) or delete them.

Sent items

Sent items holds all the faxes you have sent.

Sent Items contains the following information:
- Fax recipient,
- Date the fax was created,
- Date the fax was sent,
- The size of the fax.

Send log

The Send log allows you to keep a history of fax communications (successful or rejected) dealt with by your terminal. The log is printed

automatically when an A4 page is filled.

Note: The DELETE button deletes the whole log and not only the message(s) selected.

The send log contains the following information:
- Fax recipient,
- Date the fax was sent,
- Status (sent, rejected, etc.).

Reception log

The Reception log allows you to keep a history of fax communications received by your terminal. The log prints automatically when an A4 page is filled.

Note: The DELETE button deletes the whole log and not only the message(s) selected.

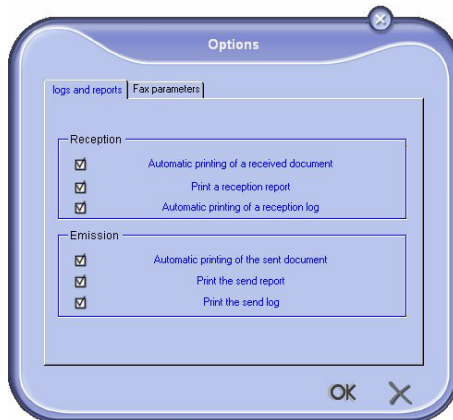The reception log contains the following information:
- Fax sender,
- Date the fax was received,
- Status.

Accessing fax parameters

☞ Click the ![icon] icon in the MF DIRECTOR window.

☞ Select OPTION > FAX from the TOOLS menu.

☞ Make the necessary settings by referring to the descriptions of the parameters below and press OK to confirm.

Description of the **LOGS AND REPORTS** tab

Field	Description
Automatic printing of a received document	The fax is printed automatically when it is received.
Print a reception report	A reception report is printed for each fax received.
Automatic printing of a reception log	The log is automatically printed when it fills an A4 page.
Automatic printing of the sent document	The fax is printed automatically when it is sent.

Field	Description
Print the send report	A send report is printed when each fax is sent.
Print the send log	The log is automatically printed when it fills an A4 page.

Description of the **FAX PARAMETERS** tab
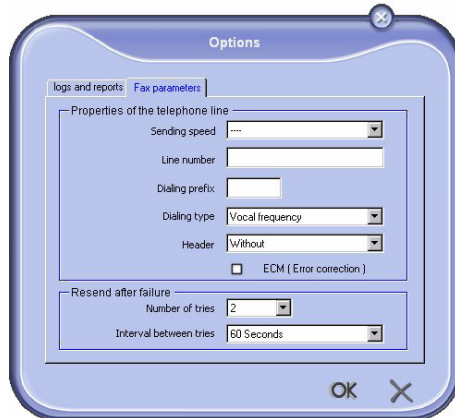
Field	Description
Sending speed	Default transmission speed for faxes.
Line number	Number of the telephone line to which your terminal is connected
Dialing prefix	The Dialing prefix will be automatically inserted before the number before the fax is transmitted on this line.
Dialing type	Must be configured according to the type of telephone switchboard to which your terminal is connected.
Header	Shows a communication identification line on documents you send or receive.

Field	Description
ECM	Corrects communication errors arising from interference on the line. This option enables the integrity of documents received to be guaranteed, but communication times may be a lot greater if the line has a lot of interference.
Number of tries	Number of times the Terminal is to try when the send fails.
Interval between tries	Time between two transmission attempts.

COVER PAGE

The cover page is a part of the fax document generated automatically by your terminal which shows information about the sender, recipient, date and time fax was requested to be sent, comments, etc.

This page can only be sent at the front of a fax document and in the same communication as it. A document with a cover page can be sent from a multifunction terminal or from the CPU. In the latter case, you may supply some of the information contained in the cover page during the transmission request. A cover page template must be created before sending a fax which uses it. On the other hand, once created, the cover page may be used an infinite number of times.

Your terminal allows you to create and customize several cover page templates from which you can choose when you send a fax.
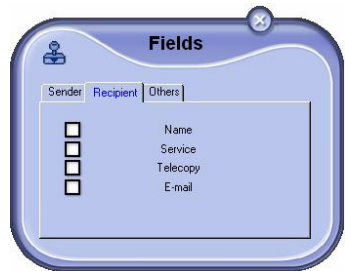
Creating a cover page

Note: A cover page template must be created before sending a fax which uses it.

☞ Press the NEW button from the COVER PAGE tab.

☞ Select the cover page template you created from the FILE menu.

The window containing the cover page template you created is displayed:
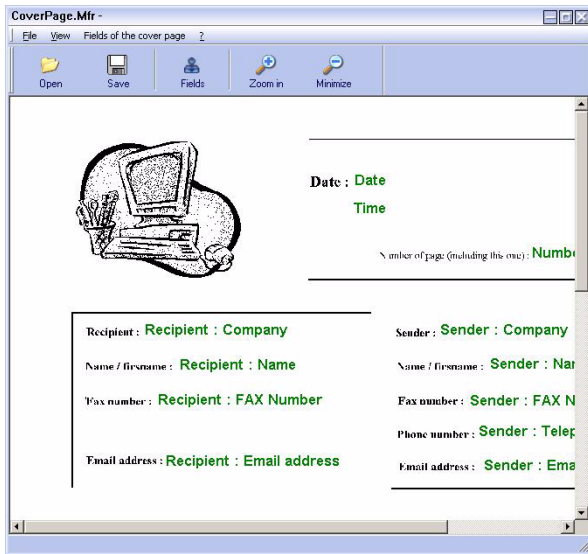
☞ Click the [Champs] icon to show the list of available fields.

To add a field, proceed as follows:
- Select the field you want to insert by checking it in the list of available fields. Your mouse cursor changes to a "rubber stamp" icon.
- Click where you want to put the field.
- You can move or increase the size of the field as desired.

Note: Adjust the size of the field boxes to make the text readable.

☞ When you have inserted the fields, save the cover page.

This cover page may be selected from the COVER PAGE window in the fax send page.

Description of the **COVER PAGE** tab

Field	Description
With the cover page	This is either the default page or you may select the page you want.
Sender	You may enter information about the sender.
Recipient: Name, Company, Department	You may enter information about the recipient. If the word Auto is present in one of the fields, the field is updated during transmission if the recipient is in the directory, favorites, a group or a distribution list.
Comments	This is a text window with all the basic facilities of a text editor and which enables you to enter text which will be sent in the cover page.
Preview	The preview lets you see the cover page you are about to send.

Creating a cover page template

Follow the instructions below:

Creating a cover page enables you to create a template whose fields (fax number, comments, subject, etc.) will be filled in automatically by the Fax application according to information supplied for each document recipient.

Creating a cover page template is done in two stages:

- **First stage**: Create a background image with the desired logos and page formatting.
- **Second stage**: Add the fields you want displayed on the cover page: fax number, comments, subject, etc. As mentioned previously, these fields will be filled out by the fax application when the fax is sent.

**For the first stage**, there are two ways of creating the background image.

You can either:

- Option (**A**) : Create the background image in another application (e.g. Word, Excel, etc.)

OR

- Option (**B**) : Scan a sheet of paper containing the formatting of the cover page.

More information on Options A and B:

• Option (**A**) : Open the desired application to be used to produce the background (Word, Wordpad, etc.). Draw the background image then print this document on the "Companion Suite Fax" printer. At this point, the MFSendFax dialog box is displayed:
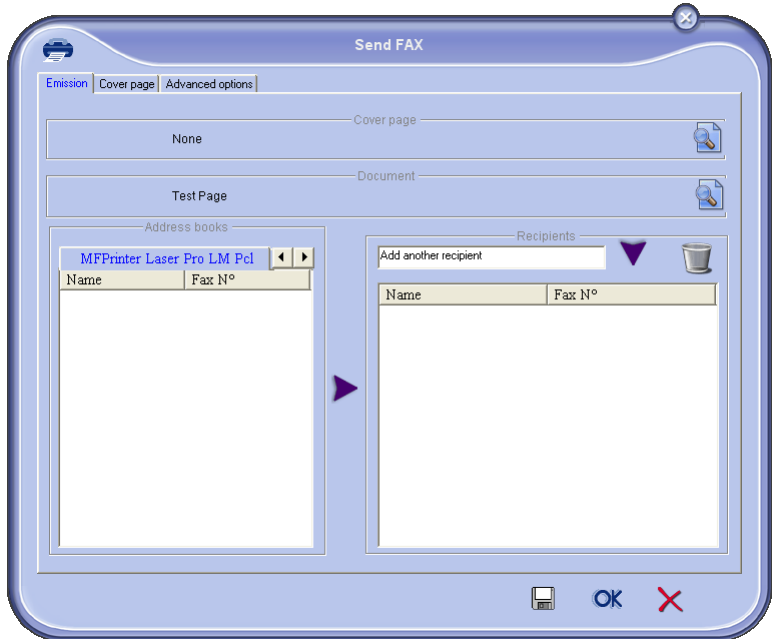
Add recipients to the list of recipients. Click the "Advanced options" tab and select Fine Resolution as shown below:
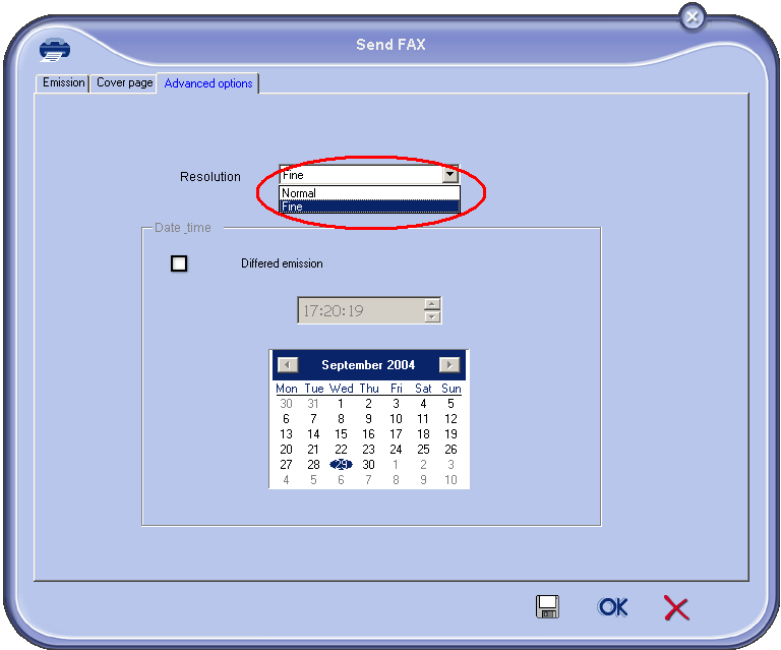
Lastly, click the "Save draft" button in the bottom right corner (this is the button with the diskette icon). The background image is created in the C:\Program Files \ Companion Suite Pro LM \ Documents \ FAX \ Temporary folder with a .fax extension.

• Option (**B**): Run MFManager, select "New Fax", select the scanner as source as shown below:
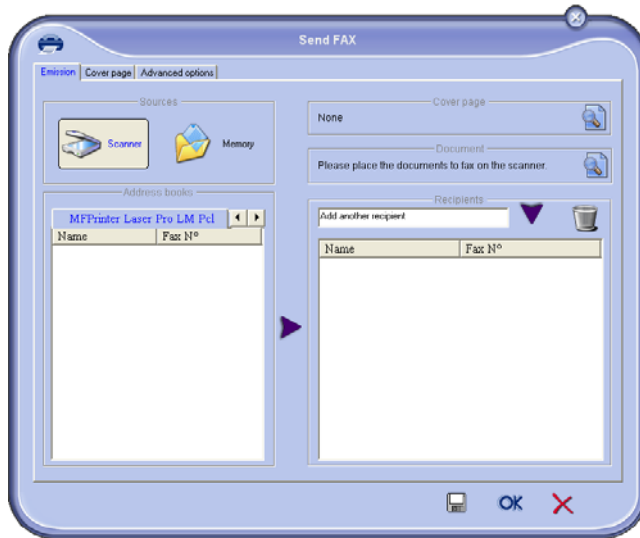

Add recipients to the list of recipients. Click the "Advanced options" tab and select Fine Resolution as shown below:
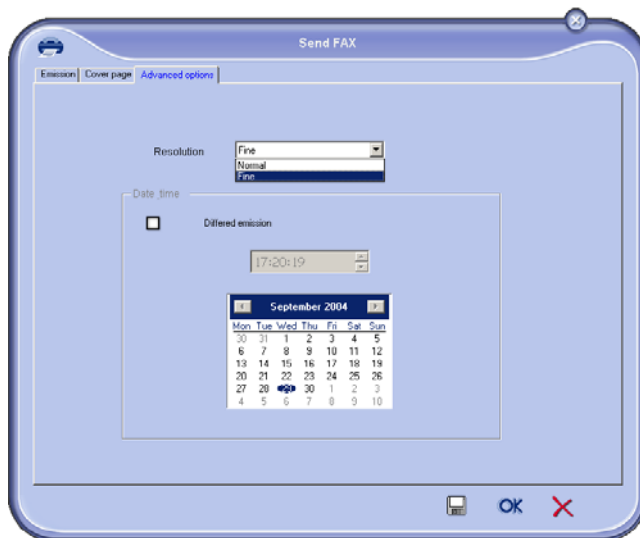
Lastly, click the "Save draft" button in the bottom right corner (this is the button with the diskette icon). The background image is created in the C:\Program Files \ Companion Suite Pro LM \ Documents \ FAX \ Temporary folder with a .fax extension.

Whether option **A** or option **B** is used, you end up with a background image with .fax extension in folder C:\Program Files \ Companion Suite Pro LM \ Documents \ FAX \ Temporary.

➔ You can then go on to the second stage below.

For the second stage:

The background image is created in folder C:\Program Files \ Companion Suite Pro LM \ Documents \ FAX \ Temporary and you can now add fields to it.

Follow the procedure below:

(a) Launch MFManager, select "New Fax", click the "Cover Page" tab and click the "with cover page" box.

(b) Click the New button which displays a new window entitled "Cover page creation".

(c) Click the "Open" button in the toolbar, set the file filter to *.fax and navigate down to the folder C:\Program Files \ Companion Suite Pro LM \ Documents \ FAX \ Temporary which contains the background image created at the first stage.

(d) Click the "fields" button in the toolbar. A window opens allowing you to add fields to the background image.

(e) Click the "Save" button to save the cover page template and exit this window.

(f) The "New fax" window is displayed. You can now choose which cover page template you want to use. If you double click the preview in the bottom right corner, another window is displayed showing a preview of the cover page with the fields filled out with the recipient's details.

SMS COMMUNICATION

SMSs are sent using the modem in your multifunction laser printer. For more details please refer to the user manual for your multifunction laser printer.

Warning -   *The SMS service is dependent on country and operator.*

Your PC kit lets you easily process single or multiple-destination sends using distribution groups.

Sends are tracked using the Outbox, Send log, and Sent items. You can optionally track receives using a reception log and Inbox.
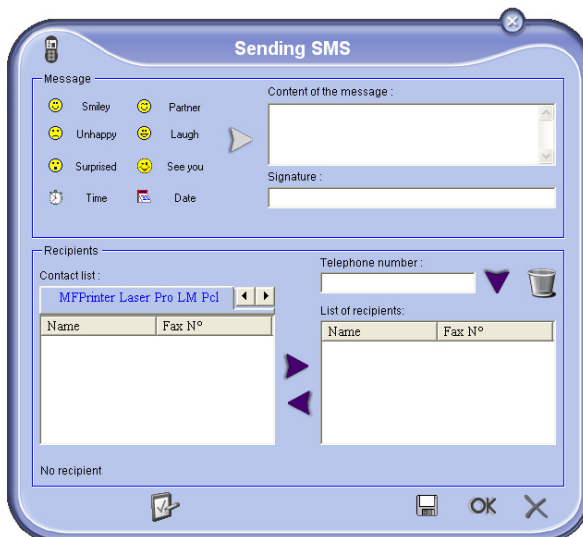
THE SMS WINDOW
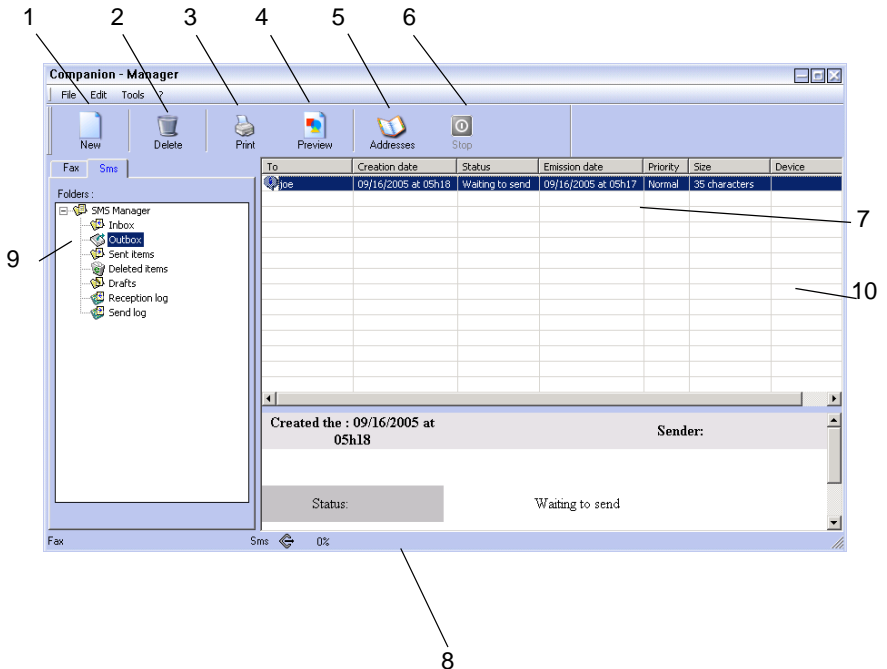
Key	Action
1	Write an SMS
2	Delete an SMS from one of the folders of the SMS manager. For the SEND LOG and RECEPTION LOG, this command has the effect of deleting the whole log.
3	Print an SMS from one of the folders of the SMS manager.
4	View an SMS using the Viewer.
5	Access the address book.
6	Stop the transmission of an SMS (only active for the outbox).
7	View all SMSs present in the SMS manager folder selected.
8	Preview SMSs.
9	SMS manager folders.
10	Device used for transmission.

☞ Click the SMS ICON [icon] in the MF DIRECTOR window.
☞ Click NEW then SMS.

☞ Enter your message in the CONTENT OF THE MESSAGE field provided.
You can use the **buttons** and "**smileys**" located to the left of the entry field to customize your message or insert the date and time automatically.

☞ To send your SMS to a contact, enter their number in the TELEPHONE NUMBER field in the RECIPIENTS section and press the ▼ button or select a contact (or group) from one in the directory shown in the CONTACT LIST and press the ► button.
Repeat this operation as many times as necessary (use the Remove button to delete a contact from the Recipient list).

☞ Set any advanced parameters required (for deferred send or to give a priority level to the SMS), by pressing the ADVANCED PARAMETERS button
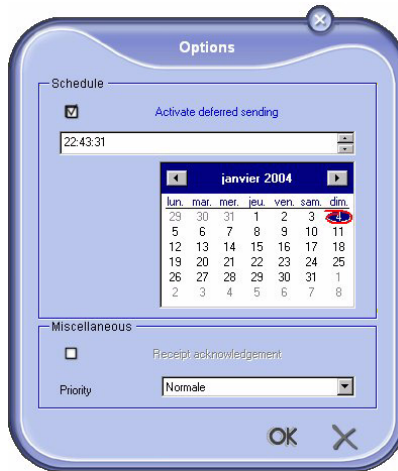
☞ Click OK to send your SMS to all the contacts in the RECIPIENT LIST.

Your send request can be viewed in the Outbox if required.

RECEIVING AN SMS

SMSs received arrive directly in the Inbox. When one is received, the ➔ icon appears at the bottom of the MF MANAGER window and the ⟲ icon appears in the task bar.
you can automatically print SMSs when they are received. To do this, you must define a parameter, please refer to paragraph **SMS parameters**.

SMSs can be tracked by means of the:

• Outbox,

• Inbox,

• Sent items,

• Send log,

• Reception log.

These services give you precise information about the communication activity of the Terminal for both sending and receiving.

The send and reception logs print automatically when their contents fill an A4 sheet. After this automatic print, the Terminal creates a new log.

The Outbox

The SMS outbox contains the following:

• Requests in process of sending,

• Deferred send requests,

• Requests which have already undergone several attempts at sending and which will soon be tried again,

• Rejected requests,
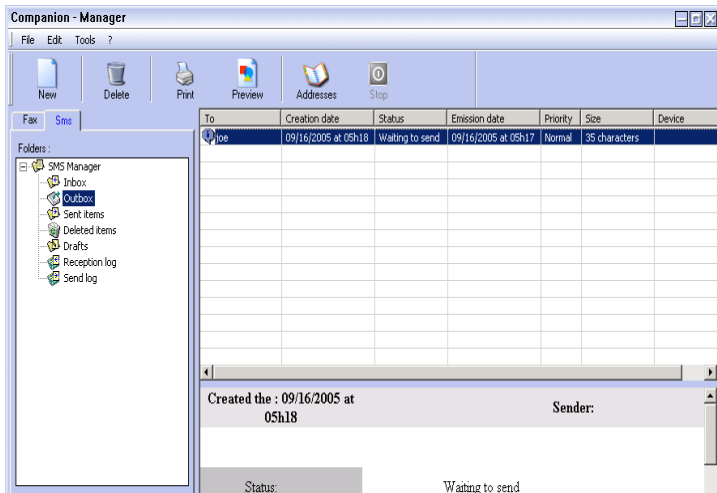
Send log

The Send log enables you to keep a history of SMS communications

(both successful and rejected) processed by your terminal. The log is printed

automatically when an A4 page is filled.

Note: The DELETE button deletes the whole log and not only the message(s) selected.

The send log contains the following information:

• Recipient of the SMS,

• Date the SMS was sent,

• Status (sent, rejected, etc.).

Reception log

The Reception log allows you to keep a history of SMSs received by your terminal. The log prints automatically when an A4 page is filled.

Note: The DELETE button deletes the whole log and not only the message(s) selected.

The reception log contains the following information:

• Sender of the SMS,

• Date the SMS was received,

• Status.

Sent items

Sent items holds all the SMSs you have sent.

Sent Items contains the following information:

• Recipient of the SMS,

• Date the SMS was created,

• Date the SMS was sent,

• Size of the SMS.

Accessing SMS parameters

☞ Click the SMS ICON in the MF DIRECTOR window.

☞ Select OPTION > SMS from the TOOLS menu.

☞ Make the necessary settings by referring to the descriptions of the parameters below and press OK to confirm.

Description of the "Logs and reports" tab
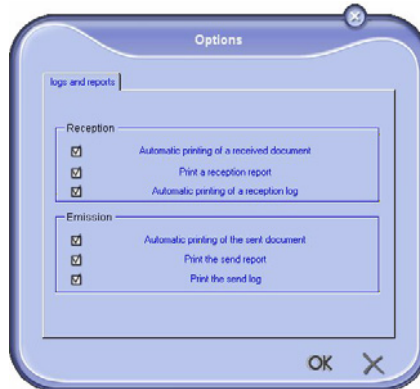
| Field	Description
Automatic printing of a received document	The SMS is printed automatically when it is received.
Print a reception report	A reception report is printed for each SMS received.
Automatic printing of a reception log	The log is automatically printed when it fills an A4 page.
Automatic printing of the sent document	The SMS is printed automatically when it is sent.
Print the send report	A send report is printed when each SMS is sent.
Print the send log	The log is automatically printed when it fills an A4 page.

OPTICAL CHARACTER RECOGNITION (OCR) PROGRAM

Optical character recognition enables a file of data which can be used by desktop applications to be created from a paper document or an image file.

Character recognition can only be done on printed characters such as those from a printer or typed text. However, you can ask it to keep a block of handwritten text (a signature for example) by enclosing it with a graphic type field.

If you are not well-acquainted with the software, use the OCR wizard. This will take you step-by-step through the recognition process.

CHARACTER RECOGNITION

☞ Click the OCR icon 🗛 in the MF DIRECTOR window.
The window of the program is displayed.
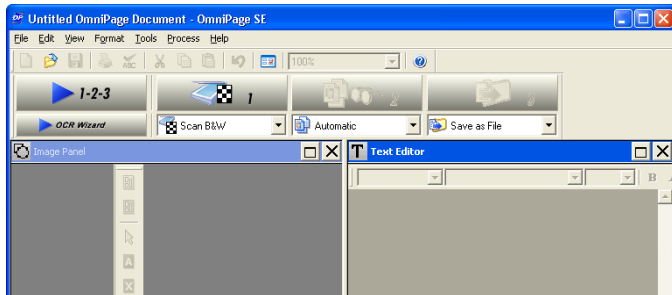
☞ Press the OCR WIZARD button and follow the instructions.

Note: For more details on using the software, please refer to the on-line help for the product.